

Module Title: Professional Career Development

BMSW4012

Part 1

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Introduction

Professional career development skills are the proper building of role-specific skills that help achieve professional goals. Along with the refinement of skill sets, it helps in improving one's clarity and focus towards one's goals and contributes to career advancement (Cottrell, 2021). Based on the concept of career development skills, the reflective writing will discuss the concept of SWOT analysis, Johari Window model and Personal Development Plan. Along with this, an overview of SMART goals and different learning styles will also be provided. Further, the application of the models with relevant professional experiences will be demonstrated. The reflective writing will conclude with the importance of the collective implication of all the models on one's career development.

SWOT Analysis

Concept of SWOT framework

SWOT analysis is a framework that evaluates an organisation or individual's competitive potential through the proper assessment of strengths, weaknesses, opportunities and threats (White, 2022). The analysis helps assess both internal and external factors along with the current and future scopes.

Application of SWOT analysis to professional experiences with examples

Through the realistic and fact-based outlook of the potential, real-life contexts could be focused upon. I have applied the SWOT framework to figure out my strengths and weaknesses. My ability to communicate and express my thoughts with utmost clarity is one of my biggest strengths. Along with this, I am able to efficiently schedule my tasks and meet deadlines without failure. However, I have also understood my failings in quick decision-making and critical thinking abilities.

Reflection on the effectiveness of SWOT Analysis in professional career development

The following strengths and weaknesses have also helped me understand and visualise the scopes and threats that I can endure. Detailed analysis of my internal strengths and weaknesses has helped me understand my abilities better and assess the right job role for me (Gallagher, 2022). It has also helped me understand the external threats and opportunities that can confront me due to my inherent skills and shortcomings. Thus, it has proven to be an invaluable tool for me to analyse and refine my skills and enlarge my future scope.

SMART Goals

Overview of SMART Goals

SMART goals are a kind of help guide for effective goal setting. The acronym stands for Specific Measurable Attainable Realistic Timely, thus describing the criteria of one's goals (Leonard, 2022). A SMART goal is developed by incorporating all of these ideas and increases the likelihood of attaining the goal.

Discussing the relevance of SMART goals in own career development

Through formulating SMART goals I have increased my chances for achieving success as the quality of these goals very well pushes further. I have been able to undertake my career development plan through trackable and accountable goals based on the concept of SMART goals. This has further helped me stay motivated and informed towards my progress.

Portraying the reflection on setting and achieving SMART Goals

Through reflecting upon my interests, needs and aspirations, I have been able to decide upon specific goals that align with my vision and purpose. For instance, at my professional level, I have set up a SMART goal to save and manage my budget more efficiently. The measurable and realistic goal that I had set helped me work with more clarity and more efficiency (Dweck, 2017). I have also included SMART goals in my study plans so as to accomplish my tasks in a methodical manner. Thus, SMART goals help add more productivity with a proper and attainable vision.

Johari Window

Concept of Johari Window model

The Johari Window model is specially designed to analyse and improve self-awareness and self-communication. It is used for the enhancement of an individual's perception of others (Pfrenzinger, 2020). There are four quadrants of the model that signify personal information, motivation, feelings and whether it is known by the individual himself.

Application of Johari Window toward professional development with examples

The model allows one to build a visual picture of one's personality and further foster development. Through the help of the Johari model, I have been able to develop higher self-awareness and better team management skills. This specific model assists in understanding diverse individual characteristics which helps in learning certain skills and grasping preferences. Thus, through the model, I have been able to improve rapport amongst my team members in any project and develop a better understanding.

Reflecting on the ways Johari Window influences professional growth and communication

The framework has largely been beneficial by enabling me to be more aware of my strengths and shortcomings. As the framework is largely reliant on feedback and communication, the process of analysis helps in grounding one's perception of other's experiences (Forbes , 2020). I have gained greater self-awareness and insight into my sense of self. My good communication skills are also one of the products of working with the Johari model. The open communication fostered by the Johari Window has enabled me to collaborate and produce collective results for any project.

Personal Development Plan (PDP)

Introducing the concept of PDP

A person can plan for their personal, academic, and professional development through implementing a Personal Development Plan (PDP). It is defined as an organised and assisted procedure that helps individuals or students to reflect on their own performance, and learning along with their achieved accomplishments (Körkkö et al., 2022).

Implementation of Personal PDP process

I followed several steps for implementing an effective personal development plan for my personal growth through completing the module. Initially, I defined and recognised motivation factors along with the results or objectives that I needed to achieve based on my weak areas. Later, recognising the objectives of the development plan, and determination of the required skills have been performed that assist me to reach the development plan's objectives effectively and efficiently (Baluch, 2023). Individuals have some skills which make them distinct from others and take others to work on to become proficient in those skills (Aguinis and Gabriel, 2022). Therefore, I commenced a skill self-assessment that provides an overview regarding which skills are my strong zone along with my weak skills. After identifying strong and weak skills, creation or developed an action plan has been performed by me which improved my weak skills significantly. I can follow an objective setting method known as SMART GOALS which was introduced by George T. Doran in 1981.

Reflecting the effectiveness of PDP stimulating career development

I significantly improve my skills that have an important part in my career development through incorporating an effective personal development plan along with enhancing my employability rate. Through an effective PDP, I can comprehensively achieve my career objective and goals along with managing my learning. Also, I am able to enhance my several skills that will boost my employability in future.

Learning Styles

Explanation of different learning styles

A variety of theories that try to explain why people learn differently are referred to as learning styles. Few research has established the validity of utilising learning styles in describing the personal preferences of individuals regarding how they like to receive knowledge. Through a comprehensive understanding of the learning style model, I am able to understand different types of learning styles such as visual, auditory and kinesthetic (Dantas and Cunha, 2020). Visual learning style refers to the preference of an individual that learns effectively from visual

presentation. On the other hand, auditory learning style is defined as the preference of an individual who gets a better understanding of the topic through listening. I think the Kinesthetic learning style is described as the preference of an individual who gets comprehensive knowledge through conducting hands-on experience of a concerning topic (Korn, 2021).

Discussing the ways adapting learning styles can enhance professional development with examples

I can make a better career decision by understanding my preferred learning style. By recognising my preferred learning style, I can also get a comprehensive understanding of the working environment in future. Understanding my strengths and weaknesses assists me to work efficiently with more clarity. For instance, I know that I prefer a Kinesthetic learning style, therefore I can go for a career that provides hands-on learning and experience. The decision to select this career significantly boosts my career and employability since I collect better and more comprehensive knowledge through hands-on experience. Therefore, understanding my preferred learning style can enable me to determine the best course for my career. Apart from this, I am also able to make clear decisions regarding a career that might not be suitable for me (Mattiske, 2022).

Application of Models in Career Development

Integration of all models discussed and their collective impact on career development

All the models discussed above lay down a certain collective impact on one's professional development. The central theme of every model is to analyse and evaluate oneself along with taking development actions for the same. Through the application of these models, one can transform their life with greater insight into the strengths and weaknesses (P.J. Robertson et al., 2020). This insight further helps in building important values such as empathy, trust, respect and rapport around one's community. Individuals can embrace their full potential and improve their quality of living with the help of these professional development models. Further, it can also benefit in reaching one's career goals and evolving with better career development skills.

Reflecting on the ways above mentioned models can be used for professional growth

The different models addressed here help individuals in pursuing their career goals in different manners. SWOT analysis for instance helps individuals identify their strengths and weaknesses along with ways to navigate through the opportunities and weaknesses that they provide. SMART goals help determine efficient goals so that individuals can effectively attain these and

move ahead in their respective careers. The feedback and communication offered by the Johari Window help provide more clarity and insight, thus expanding scopes for development. A personal development plan subsequently helps in developing goals through which individuals can learn and work on improving their skills.

Conclusion

Professional career development skills are an essential requirement for any job role. It helps navigate one's professional career and streamline it towards development through the right utilisation of advancing skills and traits. The following reflective writing has depicted the concept of several models that help in the assessment and development of skills. Further, relevant instances and reflections on my experiences have also been provided for the same. Different learning styles such as auditory, visual, kinesthetic and many others have been demonstrated. Lastly, the integrated application of all the models into the collective development of one's career has also been demonstrated at the end of the reflective writing.

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